

List of Records/ Documents required for approval of Utilization Certificate and Statement of Expenditure.

<u>S.No</u>	<u>Name of the Record</u>	<u>Concerned Department for procuring</u>	<u>Tick the Record provided in File</u>
1.	Certified Bank Statement	Finance and Accounts	<input type="checkbox"/>
2.	Certified Earned/ Accrued Interest Statement	Finance and Accounts	<input type="checkbox"/>
3.	Certified Ledger and Accounts	Finance and Accounts/ Concerned Section	<input type="checkbox"/>
4.	Certified Bills/ Invoices and Vouchers	Finance and Accounts/ P.I	<input type="checkbox"/>
5.	Sanction Letters and Orders, Administrative approvals (DPC/LPC/Tender/ Advertisement records/ GeM records etc)	Finance and Accounts/ P.I/ Concerned Section	<input type="checkbox"/>
6.	Stock and Asset Register/ Expense Register/ Labour or Manpower Register/ Software Records etc (As applicable)	Respective P.I to maintain as per formats circulated by RDC and adhering to the terms of the funding agency and Project guidelines of the University	<input type="checkbox"/>
7.	Memorandum of Agreement	Respective P.I	<input type="checkbox"/>
<u>Other Records Required</u>			
1.	For Labour/Man-Power : Attendance Records/ muster rolls, Payment statement with signature and ID	Respective P.I	<input type="checkbox"/>
2.	Permanent Manpower: Salary Bills, Engagement records, Attendance Records	Finance and Accounts/ P.I	<input type="checkbox"/>
3.	Casual Labour: Letter from Local Authority/Records maintained by PI for Number of persons and days employed per diem, with signature and ID	Respective P.I	<input type="checkbox"/>
4.	For Travel: Relevant boarding passes and bills/vouchers, authority sanctions etc.	Finance and Accounts/ P.I	<input type="checkbox"/>
5.	Food and Lodging: Relevant bills with GST and registration mentioned	Finance and Accounts/ P.I	<input type="checkbox"/>
6.	Any other records applicable as per the project requirement	Finance and Accounts/ P.I	<input type="checkbox"/>